

LIBRARY COOPERATIVES SURVEY - 1997
INSTRUCTIONS AND DEFINITIONS

This section provides the instructions and definitions for all the data elements of the Library Cooperatives Survey (LCS). *(Please respond to each item. If actual data are not known, provide your best estimate. Enter zero (0) in the number columns if the data are "None." Enter NA if data are "not applicable" or "not available.")*

ORGANIZATION IDENTIFICATION

In the space provided on the front page of this report, make any necessary corrections to the preprinted address information. In addition, enter the name, title, telephone number, FAX number, and E-mail address of the person responsible for completing the report and to whom questions may be directed. Also include the WEB page address for your organization.

PERIOD OF REPORT

This report requests data for your 1997 fiscal year. Enter the month and year of the BEGINNING of your 1997 fiscal year. Example: Report July 1996 as 07/96.

WHO SHOULD RESPOND

Please read these questions carefully. Your responses will determine whether or not you need to complete the survey.

- If you are a for-profit organization ("Yes" to question 1), answer questions 2-5 to provide information useful in further refining definitions of library cooperatives and return the form.
- If you answered "No" to any questions 2-5, return the form.
- Complete the survey if you are not a for-profit organization ("No" to question 1) and you answered "Yes" to all questions 2-5.

DEFINITION OF A LIBRARY COOPERATIVE

A cooperative is currently defined as an organization which meets all of the following criteria:

1. The organization is not a for-profit entity.
2. The participants or members of the organization are primarily libraries.
3. The organization has its own budget and staff who are paid to do the work of the organization.
4. The organization serves multiple institutions (e.g., libraries, school districts) that are not under your organization's administrative control.
5. The scope of your organization's activities includes support of library and information services by performing such functions as (but not limited to) resource sharing, training, planning, and advocacy.

Section I - ORGANIZATION INFORMATION

6. Select only **one** box that best describes your organization.
 - **Unincorporated cooperative** — A cooperative of several organizations owned by and operated for those using its services that is not banded together in a legal corporation. Each of the organizations is primarily an autonomous library.
 - **Not for profit/non-profit corporation** — A corporation that is not conducted or maintained for the purpose of making a profit but receives compensation for wages, rent or other expenses for the assumption of the risk.
 - **Government/quasi-government** — The organization should have a governance structure, a budget, and paid staff.
7. Select only **one** box that best describes the geographic area served.
 - **National networks (all 50 states)** - Includes the entire United States.
 - **Multi-state regional network** - Includes particular regions in two or more states.
 - **Statewide network** - Includes the entire state.
 - **Intra-state regional network (i.e., geographic area within a state)** - A particular region within a state.
8. Indicate whether or not your organization provides any services to the general public (not necessarily primary clientele).
9. Indicate whether or not your organization provides any services to non-member institutions (no formal agreement between the cooperative and the institution). If yes, enter the number of institutions served in fiscal year 1997.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES

INSTRUCTION AND DEFINITIONS – Continued

Section II – MEMBERSHIP (Report end of fiscal year 1997)

Report the number of administrative unit members and the number of outlet members for each type of institution. *(Please respond to each item. If actual data are not known, provide your best estimate. Enter zero (0) in the number columns if the data are "None." Enter NA if data are "not applicable" or "not available.")*

Administrative Units (Column 1) – A cooperative service that is established to provide library service to a particular client group. The administrative unit may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet.

Outlet (Column 2) – A unit of an administrative unit that provides direct library service to the public; i.e., branch or bookmobile.

- 10. Public Library Administrative Units** – A public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region).

11. School Districts/Private Schools/State Schools (grades K-12) – Administrative units or outlets having an organized collection of printed and/or audiovisual and/or computer resources which: is administered as a unit, is located in a designated place or places, makes resources and services available to students, teachers, and administrators. It is the definition, not the name, that is important; it could be called a library, media center, resource center, information center, instructional materials center, learning resource center, or some other name.

12. Academic Libraries (e.g., colleges and universities, technical schools, medical schools) – Administrative units or outlets within a postsecondary education institution that provides all of the following:

 - An organized collection of printed and/or other materials.
 - A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele.
 - An established schedule in which services of the staff are available to clientele.
 - The physical facilities necessary to support such a collection, staff, and schedule.

- 13. Special Libraries** – A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services or both to the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent organization.

NOTE: Add any special libraries not included elsewhere in "All other" – Item e. If more than one, combine all for one total.

- 14. Total Membership** – The sum of members for the public library administrative units, school districts/private schools/state schools, postsecondary institutions, and special libraries as reported above. *(Sum of lines 10--13 a-e.)*

Section III – FINANCIAL DATA (Report fiscal year 1997)

Report annual figures for fiscal year 1997 in whole dollars. *(Please respond to each item. If actual data are not known, provide your best estimate. Enter zero (0) in the number column if the data are "None." Enter NA if data are "not applicable" or "not available.")*

Part A – Total Operating Income (By Source)

Income used for operating expenditures of the organization, including federal, state, or other grants. Operating income does not include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one library to another library should be reported by the libraries themselves on other surveys, and should not be reported as operating income by the cooperative organization.)

- 15. Membership Fees** – Income provided to the organization by member libraries, either on an annual or other regular basis or provided as fee-for-service (regardless if public or private entity pays the fee).

16. Local Government Appropriations/Grants – All tax and non-tax receipts designated by the community, district, or region and distributed to the organization for expenditure by the organization on behalf of school media centers or public, academic or other libraries. This does not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

INSTRUCTION AND DEFINITIONS – Continued

Part A - Total Operating Income (By Source) – Continued

- 17. **State Government Appropriations/Grants** – All funds distributed by the state government to the organization for expenditure by the organization on behalf of school media centers or public, academic, or other libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.
- 18. **Federal Government Appropriations/Grants** – All federal government funds distributed to the organization for expenditure by the organization on behalf of school media centers or public, academic, or other libraries, including federal money distributed by the state.
- 19. **Endowments/Private Grants** – Income from endowments or non-government grants used by the organization for its own operation. This does not include money passed through the organization to member libraries which is considered operating income by the libraries or the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
- 20. **Other Sources** – Any income other than that reported under other sources (membership fees, local, state, and federal government, or endowments or grants). This does not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
- 21. **Total Operating Income** – The sum of membership fees, local, state, federal government incomes, endowment or grant income, and other income as reported above. (Sum of **lines 15–20**.)

Part B - Total Operating Expenditures

Current and recurrent costs necessary to support operation and the provision of services.

22. **Staff Expenditures:**

- a. **Salaries and Wages Expenditures** – All salaries and wages paid to organization employees (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. Report salaries and wages for those employees used to calculate full-time equivalent (FTE). (See **line 29** for definition/example of FTE.)
- b. **Employee Benefits Expenditures** – These are benefits outside of salaries and wages paid and accruing to organization employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or

equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

- c. **Total Staff Expenditures** – Include all salaries and wages and employee benefits paid to employees of your organization. This amount should equal Salaries and Wages Expenditures plus Employee Benefits Expenditures as defined above. (Sum of **lines 22a and b**.)

- 23. **Procurement of Products and Services for Members** – Include all monies paid for the purchase of products and services for members. Also include collection expenditures for materials purchased or leased for use by members. Collection expenditures include print materials, microforms, machine-readable materials, audiovisual materials; etc., and operating expenditures for materials in electronic format.
- 24. **Administrative Support (e.g. rent, phone)** – Include all monies spent on the administrative support of the organization; i.e., rent, phone expenses.
- 25. **Other Operating Expenditures** – Expenditures other than those for staff and collection. Include expenses such as insurance, contracts, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities. Include expenditures for electronic access that are not included in staff or collection expenditures.
- 26. **Total Operating Expenditures** – The sum of staff, procurement of products and services for members, administrative support, and other operating expenditures as reported above. This amount should already include the expenditures for digital products, services, or access (including telecommunications) as defined below. (Sum of **lines 22c, 23–25**.)
- 27. **Operating Expenditures for Digital Products, Services, or Access (includes telecommunications)** – The percent in this item should reflect that portion of total operating expenditures spent on digital products and services access. The amount spent on digital products and services access should include all operating expenditures from your organization's budget associated with providing digital products, services, or access (include telecommunications). Include computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Include

INSTRUCTION AND DEFINITIONS – Continued

Part B – Total Operating Expenditures – Continued

27. Operating Expenditures for Digital Products, Services, or Access (includes telecommunications) – Continued

expenditures for maintenance. To calculate the percent, take the total spent on digital products, services or access, and divide it by the total operating expenditures (line 26).

Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services when those fees are paid by your organization and not paid directly by member libraries. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery. Do not report capital expenditures for items in this category.

Part C – Capital Expenditures

28. Capital Expenditures – These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

Section IV – STAFF

Report the number of full-time equivalent (FTE) staff in your organization. (Report data to two decimal places.)

29. Number of FTE staff – A calculated figure representing all positions funded in the organization’s budget whether those positions are filled or not. This figure represents the theoretical number of full-time employees that would be required to staff the organization. This number provides a better basis for comparison than number of employees or positions, so that comparisons can be made among organizations whether they employ many part-time employees or fewer full-time employees. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment.

Example: An organization with four budgeted positions (one full-time position, two part-time

positions of 30 hours per week each, and one part-time position of 10 hours per week) has a full-time equivalent of 2.75 FTE. [(40+30+30+10)=110, and 110/40=2.75]

Section V – LIBRARY SERVICES AND ACTIVITIES

Mark "Yes" or "No" as to whether or not your organization provides the following services to your members. Output measures are requested for the following five support services.

NOTE: If an annual count is not available, respondents are asked to provide an annual estimate by counting the transactions, referrals, or hours during a typical week and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow, avoiding holiday times, vacation periods for key staff, and days when unusual events are taking place in the community or in the libraries. Choose a week in which the organization is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, during which the organization is open its regular hours. The Public Library Survey (PLS) collects data this way, since most public libraries can report annual figures, while the Integrated Postsecondary Education Data System Academic Libraries (IPEDS-L) survey collects weekly data. Annual figures, where available, are more accurate, and it is expected that the organizations included in the LCS will be able to report annual figures. Therefore, annual figures are requested. "Typical week" is defined the same for both surveys.)

30. Reference Services – Number of reference transactions for fiscal year 1997

An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and nonprinted materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by FAX, mail, or by electronic-mail from library staff or library users. Such a transaction typically requires the determination of the user’s need and the appropriate group or organization to meet the need. Such a transaction may require directing the staff member or user to persons or organizations external to the library for an answer to a question. Directional transactions or questions of rules or policies are not reference transactions.

INSTRUCTION AND DEFINITIONS – Continued

Section V – LIBRARY SERVICES AND ACTIVITIES – Continued

31. Interlibrary Loan Referral Services (electronic or non-electronic) – Number of loans/referrals for fiscal year 1997

Activities involving bibliographic service centers or utilities or other resource centers such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests for member libraries in accordance with established protocols or prevailing practices.

32. Library Collection – Number of physical units for fiscal year 1997

This item requests information about those materials which the organization maintains either for use by its own employees or for loan to member libraries. Respondents are asked to report physical units. When not available, title information may be substituted. Items which are packaged together as a unit; e.g., two compact discs, two films, or two video cassettes, and are generally checked out as a unit, should be counted as one physical unit.

If your organization maintains a library collection for use by your staff or for loan to members include the following in your number of units:

Book/serial volumes – Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for a current volume, unbound serials are considered a volume when the library has at least half of the issues in a publisher’s volume.

Audio – Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audio cassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings.

Video – Materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

Subscriptions – Arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. All subscriptions are included whether purchased from the budget and donated as gifts. Units are counted by title, including duplicates, not individual issues.

Materials in Electronic Format – Physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Excluded are bibliographic records used to manage a collection, library system software, and microcomputer software used only by the organization’s staff.

33. Training/Instruction/Continuing Education (exclude distance learning) – Number of staff hours for fiscal year 1997

Includes staff development events for library personnel at all levels as well as training events for members, trustees and/or government officials who have authority over or responsibility for libraries.

34. Consulting/Planning/Evaluation Services – Number of staff hours for fiscal year 1997

Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups. Activities also involve designing and assessing library programs and services and studying issues facing libraries.

35. Internet Access and Services (e.g., web pages, listservs) – Number of hits on YOUR web page in fiscal year 1997

Provide access to the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP. Report your organization as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network or world wide web. Do not check "Yes" if you provide only E-mail to your members.

36. Collection of Library Statistics – Assistance in completing surveys such as the IPEDS-L survey, the PLS, data reported to state library agencies, or the National Center for Education Statistics (NCES) School Library Media Center questionnaire (LMC). These and/or other data collection may involve the design and administration of survey instruments as well as data entry and processing, error corrections, and report design and dissemination.

INSTRUCTION AND DEFINITIONS – Continued

Section V – LIBRARY SERVICES AND ACTIVITIES – Continued

- 37. Preservation/Conservation Services** – Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.
- 38. Union List Development** – Compilation of a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate location in which a given item may be found.
- 39. Public Relations/Promotion Campaigns** – A concerted program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).
- 40. Cooperative Purchasing of Library Materials and/or Hardware/Software** – Activities related to purchasing computer or network or other materials for libraries, together with the maintenance of the necessary records of these additions. The hardware/software materials purchased for use by library staff or patrons for access to library collection materials in electronic format or for direct or remote access to databases. Also included are activities related to the identification and verification of titles, fund accounting, and processing payments and claims.
- 41. Physical Delivery of Materials (e.g., mail, UPS, FedEx, courier service)** – Materials delivered by the library staff by miscellaneous means.
- 42. Electronic Network Planning or Monitoring** – Drafting plans, requests for proposals, and contracts and monitoring contracts for network development.
- 43. Electronic Network Operation** – Acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing arrangements and document delivery systems necessary to fully exploit such a network.
- NOTE:** An electronic network involves the wide-area use of telecommunications to link libraries via microcomputers or terminals to automated library systems. The network may include online public access catalogs or other library applications, locally mounted or online databases (bibliographic, full text, or data), bibliographic utilities, and other information resources. Access to such networks may be via modem (i.e., dial access) or dedicated lines (i.e., hardwired). Such a network may or may not be connected to the Internet.
- 44. Electronic Interlibrary Loan (ILL) Services (e.g., OCLC Group Access Capability (GAC))** – Use of an electronic ILL service such as Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, Research Libraries Information Network (RLIN) from the Research Library Group, Resource Sharing System (RSS) from Ameritech or DOCLINE, which is the National Library of Medicine's automated ILL. Electronic ILL related activities may include coordinating membership profiling, establishing policies, coordinating interlibrary loan protocols, and referring requests outside your membership group.
- 45. Access to Electronic Services** – Provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products) for members. Include resources owned or leased by your organization and access to remote databases and commercial services. Included are both direct patron access, library staff access on behalf of patrons, and access by your organization's staff.
- 46. Full-Text or Data Files Database Development** – May include creation of new databases or conversion of existing databases to electronic format. Full-text files are those in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.
- 47. Bibliographic Database Development** – May include creation of new databases or conversion of existing databases to electronic format, including machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.
- 48. Retrospective Conversion of Bibliographic Records** – Changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.
- 49. Remote/shared storage** – Storage located relatively far away from the organization. The storage may be shared or not shared with other organizations.
- 50. Advocacy** – Active support of a cause or program.

INSTRUCTION AND DEFINITIONS – Continued

Section V – LIBRARY SERVICES AND ACTIVITIES – Continued

51. Programs For:

- a. Literacy** – Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.
- b. Distance Learning** – The delivery of educational programs to off-site students through the use of technologies such as cable or satellite television, video and audiotapes, fax, computer modem, computer and video conferencing, and other means of electronic delivery.
- c. Summer Reading/Reading Promotion for Children** – A particular kind of promotion campaign designed to encourage reading by children during the summer months. The usual purpose of such programs is to maintain or improve the reading skills of children during the summer months.
- d. Disabled** – A specialized program designed to assist students with disabilities.
- e. Institutional Population** – A program that is designed for the population residing in public and private institutions; i.e., correctional institutions for delinquent, or dependent persons.

f. Outreach Services – Programs that support community services; i.e., drug abuse counseling, career learning services, educational programs.

g. Adults – Programs that provide training, counseling; etc., for adults.

h. Other – If your organization offers any other advocacy programs, list them in the space provided.

52. Other Services and Activities – Specify services and activities if not covered by **lines 30 to 51**.

53. Of all the services/activities marked above, including any you added (**lines 30–52**), list which in your opinion **are the five** most significant services/activities provided by your institution for fiscal year 1997.

54. Of all the services/activities marked above, including any you added (**lines 30–52**), list which in your opinion **will be the five** most significant services/activities provided by your institution in fiscal year 2000.

55. Specify **only one** service/activity that your organization is currently not performing but you see as a potentially important service/activity in fiscal year 2000. (Enter the line number from **lines 30–52** or specify in other.)